Computer Training

The Office of Human Resources Training and Organizational Development Division has partnered with Montgomery College to provide training to Montgomery County Government employees on Microsoft Office Suite 2010 and 2013 applications.

Spring 2016 Computer Training Schedule		
Class Title	**Date**	**Time**
Excel 2010		
Excel 2010 Introduction	05/12/2016	9:00 a.m. - 4:00 p.m.
Excel 2013		
Excel 2013 Introduction	05/19/2016	9:00 a.m. - 4:00 p.m.
Excel 2013 Introduction	05/25/2016	9:00 a.m. - 4:00 p.m.
Excel 2013 Intermediate	05/31/2016	9:00 a.m. - 4:00 p.m.
Excel 2013 Intermediate	06/02/2016	9:00 a.m. - 4:00 p.m.
Excel 2013 Advanced	06/08/2016	9:00 a.m. - 4:00 p.m.
Office 365 Overview Session		
Office 365 Overview: Essentials and Collaboration	05/18/2016	9:00 a.m. - 12:00 p.m.
Office 365 Overview: Essentials and Collaboration	05/18/2016	1:00 p.m. - 4:00 p.m.
Office 365 Overview: Essentials and Collaboration	05/26/2016	9:00 a.m. - 12:00 p.m.
Office 2013 Overview with Tips and Tricks		
Office 2013 Overview with Tips and Tricks	05/11/2016	9:00 a.m. - 12:00 p.m.
Office 2013 Overview with Tips and Tricks	05/11/2016	1:00 p.m. - 4:00 p.m.
Office 2013 Overview with Tips and Tricks	05/17/2016	9:00 a.m. - 12:00 p.m.
Office 2013 Overview with Tips and Tricks	05/17/2016	1:00 p.m. - 4:00 p.m.

Department-Sponsored Computer Training

The Office of Human Resources Training and Organizational Development staff can also assist departments with:

- Coordinating and setting up any of the above computer training classes for individual departments (funded by the department).
- Developing customized technology training not listed above for employees from individual departments (funded by the department).
- Matching multiple departments with similar technology needs for jointly funded training.

Enrollment Instructions

Employees (with user name and password)
1. Log into the [Employee e-Portal](#) > *Employee Self-Service* > *Employee Self-Service* (blue button) > *MCG HR Employee Self-Service* > *Learner Home*
2. On the top left of the screen:
   - In the drop-down menu change *Course* to *Class*
   - Type one word from the title of the class in the window (e.g., "Excel") and Click *Go*
3. Find the class you want to attend.
   - Click the *Enroll* button; then click *Review*; and then click *Submit*.
4. You should now see the class listed under *Enrollments* on your Learner Home page.

Additional Information

For additional information, contact Teddy Ramet, Office of Human Resources, at 240-777-5153 or tewodros.ramet@montgomerycountymd.gov.